

PACKING RECORDS FOR STORAGE

Things to keep in mind when packing records for storage at the Records Management Center:

- Please only use *standard sized boxes* (letter size: 12-1/4"W x 15-3/4"L x 10-1/4"H). Larger boxes will not be accepted.
- Please label boxes accordingly (to include department, FY, contents, retention period & destruction date). Use the label sample provided by the RMC. We can provide you with an original, for copying.
- Multiple years are not to be filed in the same box.
- Please don't overstuff a box. Approx. weight should be 35-40 pounds. For example, leave 2 inches of space in a box.
- Boxes should contain only records to be stored. Please do not include hanging folders, bookends, phone books or other open to the public type items (i.e., vendor booklets, brochures).
- Please don't write on the boxes (i.e., sides or box tops). The label with the valid information will suffice.
- An Accession list must accompany the boxes that are being picked up/stored at the Records Management Center. The boxes being picked up must match the list. Use the sample provided by the RMC.
- Retention Periods should be based on the Schedule adopted by your department (from the *Texas State Library & Archives Commission*). A miscalculation of time limits may not keep us in compliance, and bring legal problems for Webb County.
- When stacking boxes for pick up, please stack boxes 4-5 high, to prevent crushing of bottom boxes.
- When stacking boxes for pick up, please stack boxes in numerical order. This allows RMC personnel to verify inventory (i.e., compare to list) upon pick up.

The Records Management Center staff thanks you for your attention to these records management instructions. Should you have any questions, feel free to give us a call at 718-8536 or (956) 220-3213. We are here to serve you!

As of May 2006 (revised)